



Montana Department of Justice Sexual and Violent Offender Registration Form

Section 1

Current Date: This field is automatically entered if you use the form on the computer. If you are completing this form by hand, enter the date you registered the offender.

Form Use: Check the appropriate box to indicate the status of the registration information you are providing. If this registrant is registering for the first time in Montana, check the first box, "Submitting New Registration." If you are updating information on an existing registrant, check the second box, "Updating Registration Info." If you are correcting information from previously submitted registration information [incorrect street number for an address, incorrect date of birth, incorrect tier level, etc.], check the third box, "Correcting Registration Info." You should indicate in Section 10 of the registration form, Additional Information and Comments, what field of information is being corrected.

Form Completed by: Enter the name of the officer/person who gathered the information for this registration form, along with the agency the person works for and the telephone number that can be used to contact him/her should any questions arise regarding the registration form. Please do not have the offender fill out the registration form.

Section 2

Conviction Type: Indicate from where the registrant's qualifying offense/s originated.

Offense Type: Indicate if the registrant is a sexual or violent offender, or both. "Both" indicates the registrant has a conviction for a qualifying sexual offense and a qualifying violent offense.

Tier Level: Indicate the tier level for any Montana-convicted sexual offender. The tier level should be provided by the sentencing court and designated in the judge's sentencing order, if the offender was sentenced on or after October 1, 1997, which is when the tier levels were enacted in Montana. Violent offenders are not assigned tier levels. Federal sexual offenders will not have tier levels. Out-of-state sexual offenders may have tier levels assigned by their respective states, but they are not automatically adopted in Montana.

Release or Transfer Date: Enter the registrant's release or transfer date from prison, jail, pre-release, etc.

Release or Transfer Comments: Provide any relevant comments regarding the registrant's transfer or release from a facility, i.e., flat discharge, parole or probation, etc.

Section 3

Last Name: Enter the registrant's last name.

First Name: Enter the registrant's first name.

Middle Name: Enter the registrant's middle name.

Date of Birth: Enter the registrant's date of birth using yyyy-mm-dd.

AKA: Provide any common aliases used by the registrant; indicate a maiden name, if applicable. If the alias or married name is recent, a new registration fingerprint card should be taken to add the alias to the registrant's Montana record.

Social Security Number: Enter the registrant's nine digit social security number.

Montana State ID: Enter the registrant's criminal history record number for Montana. This number is NOT the registrant's social security number. The Montana State ID number is MT + 8 digits.

Sex: Indicate if the registrant is male or female.

Section 4

Physical Address: Specify where the offender physically resides in the community. If this location cannot receive mail, a mailing address must also be provided. Complete directions to the place of residence must be provided if no physical address is available. Include the City, County, State, Zip Code, and Telephone Number in the appropriate fields for the address.

Mailing Address: Specify the address where the offender receives mail, if different from the physical address. **If the mailing address is different than the physical address, a physical address MUST be provided as stated above!** Include the City, County, State, Zip Code, and Telephone Number in the appropriate fields for the address.

Section 5

Employer : Provide the name of the business where the registrant works. If the registrant is self-employed, enter "Self" in this field. If the registrant is unemployed, enter "Unemployed."

Occupation: Provide the type of work the registrant does, i.e., cook, dishwasher, computer programmer, accountant, etc.

Employment Address: Provide the address where the registrant goes to work. If the registrant is a truck driver or travels for business, try indicating statewide or nationwide, etc.

Telephone: Provide a work number, if available, where the registrant can be reached at work.

Section 6

Sentence Date: Enter the date the registrant was sentenced for the qualifying offense/s using yyyy-mm-dd.

Offense/s: Enter qualifying offense/s only for which the offender is registering.

Court Cause No: Enter the Cause Number for the offense/s as filed with the court.

Place of Sentence: Enter the city and state where the registrant was convicted/sentenced.

Section 7

License Plate No: Enter the license plate number of the vehicle the registrant owns or uses.

State: Enter the state of the license plate of the vehicle the registrant owns or uses.

Year: Enter the year of the vehicle the registrant owns or uses.

Make: Enter the make of the vehicle the registrant owns or uses, i.e., Honda, Ford, etc.

Model: Enter the model of the vehicle the registrant owns or uses, i.e., Civic, Escort, etc.

Color: Enter the color/s of the vehicle the registrant owns or uses.

Owner: Indicate if the registrant owns the vehicle s/he uses.

DL No: Enter the registrant's driver license number.

State: Enter the state in which the registrant's driver license has been issued.

Section 8

Number of Victims: Indicate the number of victims involved with the offense/s for which the registrant is registering.

Victim/s Age: Indicate the age of the victim/s involved with the offense/s for which the registrant is registering.

Victim/s Sex: Indicate the sex of the victim/s involved with the offense/s for which the registrant is registering.

Victim Relationship: Indicate the relationship between the offender and the victim, i.e., babysitter, father, brother, friend, boss, etc.

Place of Crime: Indicate the city and state of where the offense/s occurred.

Force Used: Indicate if any force was used to commit the registering offense.

Type of Force: If you checked "Y" in the "Force Used" field, enter the type of force used in this field, i.e., hands, gun, knife, rope, etc.

Other Comments: Use this field to provide any further relevant information.

Source of Section 8 Info: Indicate where this section's information came from: arrest report, court documents, etc. Try to avoid using the registrant as a source of information.

Section 9

Sex Offender Treatment Status: Check the appropriate box regarding a sexual offender's status with treatment. Enter the appropriate dates the registrant started, will start, or finished treatment.

Comments: Indicate any relevant information regarding the sexual offender's treatment. Also indicate source of treatment information, i.e., the registrant, prison papers, etc. Use Section 10, Additional Information and Comments, to indicate a treatment provider's name/phone number, if available, to confirm registrant's information on treatment status

Section 10

Additional Information and Comments: Use this space to provide additional information you feel important to document. This field may be used to explain an earlier field in more detail or perhaps to provide additional information/comments, i.e., "this registrant changes appearances often," or "this registrant has an extensive criminal history including x, y, and z," or "registrant lives with another registrant; both are currently under no supervision," etc.

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The registrant should initial each requirement listed, regardless of relevance. The registrant's initials indicate s/he has read the requirements, not that s/he necessarily agrees with them. After initialing each requirement, the registrant must print and sign his/her name with the current date in the presence of a witness, who must also print and sign his/her name with the current date.

Please return the completed 2-page registration form, along with one set of registration fingerprints and one quality photograph to the address listed at the bottom of the second page.

***It is imperative to fingerprint new registrants at the time of registration in order to be completely registered and processed into the central registry. The registration fingerprint card verifies through fingerprint comparison that this registrant's existing Montana criminal record is in fact his/her record. Otherwise, the registration fingerprint card establishes a Montana record for those registrants new to the Montana system. The fingerprint card allows us to have their criminal history record flagged as a Registered Sexual or Violent Offender, which is then available to law enforcement agencies everywhere.**

Note: If an offender was adjudicated as a juvenile and court-ordered by the judge to register OR if the offender was convicted of an offense not requiring registration but was court-ordered by the judge to register, PLEASE submit a copy of the judgement indicating registration is required along with the complete registration packet.